EXERCISE 11. SET UP HOME ACTIVITY: SINGLE-FAMILY REHABILITATION

✍ *In the HOME Program, when assistance is provided for homeownership housing, either for homebuyers or for existing homeowners, each house is set up as a separate activity. The activity should not be set up in IDIS until there is a commitment of HOME funds for that specific property.*

✍ *When the HOME activity is a multi-unit homeownership activity such as assistance to the developer of a subdivision, condominium, or mobile home park, an activity may include multiple units.*

✍ *After entering data in the "common path" screens, entering the amount in the TOTAL ESTIMATED AMOUNT field and an "X" next to the HOME field on the "Money" screen, you then proceed down a set of PROGRAM SPECIFIC screens. In HOME there are five different paths to choose from depending on the type of HOME activity and whether you are setting it up, revising it or reporting its completion.*

Set Up HOME Activity

1. At the MAIN MENU, proceed to the first set up screen.

2. Select a Project under which you can set up a HOME-funded single family rehabilitation activity. Give it an appropriate activity name of your choice (e.g., HOME SF Rehab #1). Fill out the rest of this screen, save your work, and move to the second activity setup screen.

3. Check the HUD MATRIX CODE (<F1> or *KeyStroke Saver*) to ensure it is the most appropriate one for this activity. Answer the Program Income and Environmental questions appropriately. (SF Rehab is categorically exempt.)

4. At the OTHER ENTITY field, **type** "N." Save your work and move to the third activity setup screen.

5. **Select** the appropriate choice for ACCOMPLISHMENT DATA (PROPOSED field) —"10 Housing Units" is the choice preferred by HUD for this activity. **Type** "1" for the number of housing units proposed to be rehabilitated. Save your work and move to the "Money" screen.

6. Estimate $12,000 as the total funds for this activity and **type** an "X" next to HOME. Save your work and move to the "HOME " screen.

✍ *You are now looking at the choices for HOME activities. Since we are setting up an activity, we must choose between the first two choices. This is an easy choice. If the activity is NOT Tenant-Based Rental Assistance, you always select the first option.*

7.   **Type** an "X" next to Homeownership / Rental Assistance. Save your work and move to the "Home Owner/Rental Assistance Set Up" screen.

   🖉 *In this screen and the next, HOME set up information is entered. Information and codes for the various fields are the same familiar ones used in CMIS to set up HOME activities. These screens must be completely filled in before you can commit or draw down funds.*

8.   On the "HOME OWNER/ RENTAL ASSISTANCE SET UP" screen, press <**F3**> to see what fields are IDIS-required. <**F1**> or the *KeyStroke Saver* can provide any codes that don't come to mind. Fill out the screen with information appropriate for this activity. At TENURE TYPE, put in "3" to select "Homeownership Rehabilitation"   This is essential to bring up the HOME screens needed to set up a homeownership activity. Selecting a different tenure type results in a different set of follow-on screens. Save your work when done and move to the 2nd "HOME OWNER/ RENTAL ASSISTANCE SET UP" screen.

   On the second "HOME OWNER/ RENTAL ASSISTANCE SET UP" screen, respond to the first question with "I" for Individual. Fill out the required information on the screen. The PROPERTY ADDRESS fields are required but - GOOD NEWS! They are pre-filled with the property address information you typed in on the very first setup screen. You can edit it here if needed. Save and move to the "Money" screen when this screen is completed.

9.   Return to the MAIN MENU.

10. Select ACTIVITY FUNDING, commit the funds for this activity, and return to the MAIN MENU.